

**Office of the Attorney General**  
Human Resources  
Indiana Government Center South, 5<sup>th</sup> floor  
302 W. Washington Street  
Indianapolis, IN 46204  
[jobs@atg.state.in.us](mailto:jobs@atg.state.in.us)  
317-232-7979 (fax)



# JOB POSTING

---

**Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.**

## **Secretary/Support Staff Transportation Practice Group Section Litigation Division**

**Responsibilities:** Provide administrative/clerical support to the Transportation Practice Group Deputy Attorneys General and Paralegals, to include the following:

**Duties:**

- General office duties including photocopying, faxing, data entry, handling mail, answering phones, and filing
- Assist Deputies and staff with day-to-day operations as necessary
- Makes basic Law Manager entries
- Handle telephone updates with the courts, opposing counsel and others
- Other duties as assigned

All eligible candidates for this position will make a two-year commitment to the Office of the Attorney General

**Qualifications:**

- High school diploma or equivalent GED
- Some college education or a reasonable amount of related experience preferred
- Familiarity with basic accounting principles
- Excellent planning and organization skills
- Excellent communication skills both oral and written
- Excellent customer service skills, pleasant phone demeanor
- Must act professionally and be a team player
- Ability to manage time and plan tasks to meet deadlines, and the ability to set priorities
- Proficient computer skills and knowledge of word processing software
- Strong sense of ethics, including the need for strict confidentiality
- Awareness of public relations and political implication of section issues

